



# Pupil Images Policy

Approved by Governors April 2021

Full Governing Body Meeting

To be reviewed at least every five years

Review Date April 2026

Chair of Governors print \_\_\_\_\_

Chair of Governors signed \_\_\_\_\_

Date \_\_\_\_\_

### Images taking by parents, legal guardians or family members:

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use. At any event parents will be reminded not to post pictures onto social media platforms.
- When signing in to events, such as school activities, curriculum events, assemblies etc, parents or legal guardians are also signing to agree that any images they take will not be used inappropriately.
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.
- Parents and relatives of pupils should note that any photograph or video film they take at school events are likely to contain images of other children whose parents **will not** have given permission for them to be photographed or filmed. Staff who also **do not** give permission for their images to be photographed or filmed. Such images should not be circulated more widely than the family, i.e. they should just be there for the family's use. School has the right to ask parent to delete or remove photos or video if not used in accordance with this policy. Our advice is that any manipulation or distribution of images of children could result in prosecution.

### Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used in school publications such as the school Newsletter or Prospectus the child's name **will not** be published. If a name is published, **no image will be used** without specific consent and an individual child will not be able to be identified from the picture.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images of children from the school will not be used to illustrate controversial subjects.

### Images for the school website:

- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used.
- Children's names will not be used. Images will only be used where parents have given photograph consent in their admission paperwork, which is recorded on the school's computer system.
- Parent do not have the right to copy photos from the school website for any reason.

### Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.

- Both children and teachers will be made aware of when a webcam is in use and if the session is being recorded.

### **TEAMS**

- Microsoft teams is a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils and staff during bubble closures or lockdowns.
- Both children and teachers will be made aware if the session is being recorded.
- There will always be two members of staff in a TEAMS meeting.

### **CCTV:**

- The school uses CCTV in some areas of school property as a security measure.
- Cameras will only be used in appropriate areas and there will be/is clear signage indicating where it is in operation.

### **Children photographing one another:**

- Staff will supervise and maintain control over any photographing or videoing pupils do during on-school or off-site activities. This would only be for educational purposes.
- Camera phones are less visible and can be used to bully or take inappropriate images. Mobile phones are not allowed on site and will be kept in the main school office and parents informed if they are brought into school. The school cannot accept responsibility for mobile phones that are kept in the school office.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

### **Photographs and filming as part of curriculum or professional development**

- As part of the curriculum, children may watch U or PG rated video clips.
- Pupils may be photographed in order to record observations which will support assessment of their progress and attainment.
- Pupils may film or photograph each other for curriculum purposes e.g. to record role play scenes.
- Lessons may be filmed in order to develop teaching and learning experiences for pupils.
- Pupil conversations as part of the school teaching and learning monitoring may be films.
- Pupils may be filmed or photographed as part of school curriculum events.

In all of the above cases, the images or videos will only be used in school with pupils, governors and staff. Parents do not have to give consent for any of the above to take place.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.